



**Title:** Town Council, Planning Commission and Employee Use of Tablets for Digital Agenda Packets

**Policy Number:** 2-14

**Effective Date:** 4/21/14

**Pages:** 5

**Enabling Actions:**

**Revised Dates:**

**Approved:**

## **PURPOSE**

Use of electronic media enhances communication and the efficient performance of Town duties, and thereby improves service to the public. The use of electronic media also reduces paper and photocopying costs. The purpose of this Policy is to provide guidelines for Town Council, Planning Commission members and employee use of electronic tablets during meetings subject to the Brown Act, and at such other times as may be deemed necessary for the conduct of Town business.

## **SCOPE**

This Policy applies to Town Council members, Planning Commission members and employees when using Town-issued devices or personal devices for Town business.

## **POLICY AND PROCEDURES**

### **1. Authorized Users**

- a. The Town Council and Planning Commission members and designated Town staff are hereinafter referred to as **AUTHORIZED USERS**. Town Council and Planning Commission members may self-select to participate in the electronic tablet program. The Town Manager will designate Town staff eligible to receive Town-issued electronic devices and/or compensation for use of personal electronic devices under this Policy.
- b. The Town will no longer provide paper meeting packets to Authorized Users who elect to participate in the electronic tablet program, unless the Authorized User so requests.
- c. The explicit privileges and restrictions set forth in this Policy do not attempt to cover every situation that may arise in connection with the use of this form of electronic communication. **AUTHORIZED USERS** acknowledge, understand and respect the underlying guidelines that form the basis of this Policy.

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- d. Before being authorized to utilize an electronic tablet for Town business, AUTHORIZED USERS shall sign the Electronic Tablet Agreement acknowledging understanding of and compliance with this Policy.

## **2. Electronic Tablet Options**

- a. AUTHORIZED USERS have the option of using a Town-provided electronic tablet or a personal electronic tablet for the conduct of Town business.
- b. The Town will provide a tablet and a case to AUTHORIZED USERS who elect to use a Town-provided tablet. Additional accessories, such as keyboards, screen protectors, cables, etc. may be authorized by the Town contingent on need and available funding. All property purchased by the Town shall be returned to the Town at the end of the AUTHORIZED USER'S term or at the end of employment.
- c. If an AUTHORIZED USER elects to use a personal electronic tablet for the conduct of Town business, the Town will reimburse the AUTHORIZED USER for the cost of any software necessary to conduct Town business and for a portion of a cellular data plan as described below. The Town does not accept responsibility for malfunctions of personal electronic tablets or the inability of Town-purchased software to work on these devices. Any Town-provided software or applications on personal electronic tablets shall be de-installed at the end of the AUTHORIZED USER'S term or at the end of employment, or the AUTHORIZED USER may reimburse the Town for such software or applications.

## **3. Software, Data Plan and Security**

- a. AUTHORIZED USERS will be provided with or reimbursed for the applications needed to conduct Town business.
- b. Town-provided tablets will be WiFi enabled. The Town may subscribe to a cellular data plan for tablets issued to AUTHORIZED USERS to allow access to Town information when WiFi is not available. The Town's Information Services Manager will determine the data plan and allowable usage. The Town may provide a stipend to AUTHORIZED USERS using their own electronic tablets for Town business to cover a portion of a cellular data plan as needed.
- c. The software and applications installed by or reimbursed by the Town must remain on the electronic tablet in usable condition and be readily accessible at all times. From time to time, the Town may add or upgrade software applications for use by AUTHORIZED USERS such that AUTHORIZED USERS may be required to check-in their tablet with the Information Services Department for periodic updates and syncing. Any software, e-mail messages or files downloaded via the Internet or otherwise into the Town-issued electronic tablet become the property of the Town, and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights.

- d. Files from sources that AUTHORIZED USERS may have any reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to e-mail transmissions be opened and read unless the AUTHORIZED USER has knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the Town's information systems.
- e. If technical difficulties occur or illegal software is discovered, the electronic tablet will be restored to its original settings. The Town does not accept responsibility for the loss of any software or documents deleted due to a restoration.
- f. Town-issued electronic tablets will be password protected and used only by the AUTHORIZED USER. Passwords should be kept confidential and not shared with anyone, including family members. The password will be a minimum of eight (8) characters in length and contain at least one number, one letter, and one uppercase letter.

#### **4. Care of Town-Issued Equipment**

- a. AUTHORIZED USERS are responsible for the general care of the Town-issued electronic tablet. Tablets that are broken or fail to work properly must be taken to the Information Services Department for an evaluation of the equipment. Electronic tablets must remain free of any writing, drawing, stickers or labels that are not the property of the Town. Only a clean, soft cloth should be used to clean the screen.
- b. AUTHORIZED USERS may be responsible for payment of the deductible for repair or replacement if such damage was due to negligence or misuse. After a second occurrence of damage, AUTHORIZED USERS are solely responsible for reimbursing the Town for the fair market value of the repair or replacement.
- c. AUTHORIZED USERS must report immediately to the Information Services Department if the tablet is lost or stolen. If, due to AUTHORIZED USER'S misuse or neglect, the tablet is stolen or lost, the AUTHORIZED USER shall pay the full replacement value.

#### **5. Use of Electronic Tablets**

- a. The electronic tablet, Internet and e-mail access provided are tools for conducting Town business. Thus, the use of such tools by AUTHORIZED USERS will be solely for Town business purposes, (i.e., to review agenda materials, obtain information for Town-related business and conduct Town business communications as appropriate). All of the Town's computer systems, including the electronic tablet, are considered to be public property. All Town-related documents, files and e-mail messages created, received, stored in, or sent from any Town-issued tablet or from any personal tablet used for Town business are considered public records, subject to disclosure to the public pursuant to the California Public Records Act, Govt. Code §§ 6250-6276.48, and are considered the property of the Town of Los Gatos.
- b. All existing Town policies will continue to apply to the conduct of AUTHORIZED USERS on the Internet and in the use of e-mail, including, but not limited to, those that deal with the misuse of Town resources, sexual harassment, electronic communications,



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information and data security, and confidentiality. During Council or Planning Commission meetings, AUTHORIZED USERS shall use electronic tablets and all electronic devices solely for the purpose of accessing the current meeting packet and are prohibited from using electronic tablets or any electronic device to send or exchange facts about or engage in discussions regarding Town issues via electronic communication, including e-mail, instant messaging, text messaging, twitter feeds or similar forms of electronic communications with any other Council or Planning Commission member, staff or member of the public. AUTHORIZED USERS shall not use the electronic tablet or any electronic device in any way as to violate the public meeting requirements of the Brown Act and the California Public Records Act. Town staff is authorized in limited circumstances to use electronic devices to access additional information concerning issues raised at the meeting.

- c AUTHORIZED USERS shall not use Town-issued electronic tablets for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any other purpose that interferes with normal Town business activities.

## **6. Compliance with this Policy**

- a. There is no expectation of privacy with respect to the use of an electronic tablet for Town business. The Town reserves the right to inspect any and all files stored on electronic tablets that are the property of the Town in order to ensure compliance with this Policy. AUTHORIZED USERS do not have any personal privacy right in any matter created, received, stored in or sent from any Town-issued tablet. AUTHORIZED USERS using a personal tablet for Town business do not have any personal privacy right in any Town-related matter created, received, stored in or sent from the personal tablet used for Town business.
- b. Any violation of any provision of this Policy may constitute official misconduct and grounds for discipline, including, but not limited to, discontinuance of the privilege of using a Town-issued electronic tablet.

**TOWN OF LOS GATOS  
ELECTRONIC TABLET AGREEMENT**

I, \_\_\_\_\_, the undersigned AUTHORIZED USER of the Town of Los Gatos, have been provided a copy of the Town of Los Gatos Electronic Tablet Policy and understand its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained in it.

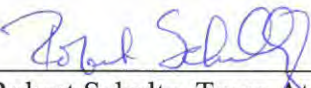
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Signature

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APPROVED AS TO FORM:

  
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Robert Schultz, Town Attorney